



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.26

Subject: Key Control

Supersedes: DCS 27.26, 01/01/04

Local Policy: Yes

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date:

07/01/98

Revision date:

04/01/05

Application

To All Department of Children's Services Youth Development Center and DCS Group Home Employees

Authority: TCA 37-5-106

Policy

All Youth Development Center and DCS Group Home keys shall be managed in a manner that ensures the safety and security of youth, staff, and the community.

Procedures

A. Written local procedures

1. Requirement

Each YDC Superintendent and DCS Group Home Supervisor shall develop local procedures to establish an accurate current accounting system of key control.

2. Contents

Procedures must be reviewed annually, documented and include, at a minimum, the following:

- a) Identification
- b) Issuance
- c) Storage

- d) Inventory
- e) Duplication
- f) Custodian (who would have a right to certain keys)

Forms

None

Collateral Documents

None

Standards

ACA 3-JCRF-3A-13

ACA 3-JTS-3A-22

DCS Practice Model Standard- 8-306